

DATE: January 13, 2014

**HEALTH & ENVIRONMENT, ZONING,  
RABIES (DOG POUND), EMERGENCY SERVICES, 9-1-1,  
CENTRAL DISPATCH, TOURISM, ECONOMIC DEVELOPMENT,  
BI-COUNTY HEALTH BOARD, INSURANCE & SUPERVISOR OF ASSESSMENTS  
DECEMBER, 2013 THRU NOVEMBER, 2014  
FIRST AND THIRD MONDAYS OF THE MONTH  
COUNTY BOARD ROOM AT THE COURTHOUSE AT 4:45 P.M.**

**COMMITTEEMAN:**

- (c) Tom Vaughn - Chair- Central Dispatch
- (c) Christy Powers - ADA/Zoning - Animal Control
- (c) Steve Leek- Economic Development
- (c) Jim McPhail - Supervisor of Assessments - Mapping
- (c) Danny Melvin - Bi County Health Board - Solid, Toxic Waste
- (c) David Rea - Emergency Services - 911
- (c) Kenny Hungate - Economic Development
- (c) Alan Price - Tourism
- (c) Randall Crocker - County Board Chair - Insurance

**MINUTES:** The meeting was called to order at 5:11 p.m. by chair, Tom Vaughn. All members were present, also in attendance were, Franklin County States Attorney, Evan Owens, Franklin County Sheriff, Don Jones, Franklin County Clerk, David Dobill, Franklin County Circuit Clerk, Nancy Hobbs, Franklin County Coroner, Marty Liffler, Franklin-Williamson Regional Superintendent of Schools, Matt Donkin, Franklin County Engineer, Mike Rolla, Franklin County Supervisor of Assessments, Cindy Humm, Franklin County Animal Control Supervisor, Thad Snell, Franklin County Recycling Coordinator, Keith Ward and other interested parties.

Franklin County Animal Control Supervisor, Thad Snell reported he had received ten to twelve applications for the part time position, these will be reviewed with the Sheriff, Don Jones and Tom Vaughn.

Tom Vaughn reported on recent tourism meetings with the Corps of Engineers. Mr Vaughn stated the tourism council would be attending three shows and would be meeting 1/16/14 to formalize plans. Franklin County Clerk David Dobill submitted the Rend Lake Area Tourism Council statement of corporate purpose and their organizational bylaws, a copy of same is hereby attached as a part of these minutes.

Tom Vaughn reported on Central Dispatch, discussion followed.

Franklin County Coroner, Marty Leffler submitted the year end report for his office, a copy of said report is hereby attached as a part of these minutes.

Franklin County Clerk, David Dobill submitted a newsletter brief for County Boards, a copy of said brief is hereby attached as a part of these minutes.

Franklin-Williamson Regional Superintendent of Schools reported on activities concerning his office.

REND LAKE AREA TOURISM COUNCIL

STATEMENT OF CORPORATE PURPOSE

FIRST: The name of the nonprofit corporation is: REND LAKE AREA TOURISM COUNCIL

SECOND: The period of duration is perpetual.

THIRD: This corporation is organized and shall be operated exclusively as an association for the common interest of the members within the meaning of Section 501(c)(6) of the Internal Revenue Code of 1986, as amended (or corresponding provisions of any subsequent federal tax laws); and within such limits, to administer, and expend funds for the following purposes:

1. To use the Franklin County Bed Tax in a responsible manner that carries out the purpose for which the County instituted the tax.
2. To promote the development, establishment, or expansion of tourism in the Rend Lake Area of Illinois;
3. To promote civic and public understanding and educate the public regarding the Rend Lake Area; and
4. To engage in any and all lawful activities incidental to the foregoing purposes permitted to be exempt from taxation under Section 501(c) or 501(d) of the United States Internal Revenue Code as now in or hereafter amended.

FOURTH: The Corporation shall have members. Members shall have the right to vote as set forth in the Bylaws.

FIFTH: No part of the assets or net earnings of the corporation shall inure to the benefit of or be distributable to its directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services actually rendered and to make payments and distributions in furtherance of the purposes and objects set forth in Article THIRD hereof.

SIXTH: The regulation of the internal affairs of the corporation shall be carried on through its Board of Directors and prescribed according to its Bylaws; the manner of their election or appointment shall be by appointment of the Franklin County Board. In furtherance and not in limitation of the powers conferred by statute, the corporation is expressly authorized to carry on its business and to hold annual or special meetings of its Board of Directors in any country or in any of the states, territories or possessions of the United States, or the District of Columbia.

SEVENTH: The private property of the incorporators, directors, and officers shall not be subject to the payment of corporate debts to any extent whatever.

~~EIGHTH:~~ Notwithstanding any other provision of these Articles, ~~the corporation shall not~~ conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt under Section 501(c)(6) of the Internal Revenue Code of 1986, or corresponding provisions of any subsequent federal tax laws.

NINTH: Upon dissolution of the corporation, all of its assets and property of every nature and description remaining after the payment of all liabilities and obligations of the corporation (but not including assets held by the corporation upon condition requiring return, transfer, or conveyance, which condition occurs by reason of the dissolution) shall be paid over and transferred to the Franklin County Illinois Board an Illinois governmental body, or if the County Board is no longer in existence, to one or more organizations which engage in activities substantially similar to those of the corporation and which are then qualified for exemption from federal income taxes.

**DRAFT 1**

**ORGANIZATIONAL BYLAWS**

**REND LAKE AREA TOURISM COUNCIL**

Adopted December \_\_, 2013

Rend Lake Area Tourism Council is organized under the Illinois General Not For Profit Corporation Act.

Article

Name and Purpose

Section 1: The name of the Corporation is Rend Lake Area Tourism Council.

Section 2: The purpose of this organization is to encourage, foster, stimulate, and promote tourism, tourism attractions, special events, and overnight stays in the Rend Lake Area; to encourage the establishment of new attractions within our area, to foster higher standards of service by tourism related businesses, and to cultivate a better understanding of the economic and social value of tourism to the consuming public.

Section 3: The Council will be using the Franklin County Bed Tax, grant funding, and other income to carry out its purposes and therefore owe to the people of Franklin County and to the Franklin County Board due deference, oversight, and transparency.

Article II

Board of Directors

Section 1: General Powers: The affairs of the Council shall be managed by the Rend Lake Area Tourism Council Board of Directors.

Section 2: Number, Terms, and Qualifications: The initial Directors shall be the three incorporators who are persons associated with the three governmental bodies at Rend Lake; Cynthia Waller Hamilton who is knowledgeable and associated with the Illinois State Park, Stephen F. Vercellino, who is knowledgeable and a leaseholder of the Corps of Engineers, and Keith Thomason, who is knowledgeable and an employee of the Rend Lake Conservancy District. They shall serve a one-year term and their successors will have knowledge and be associated with these three governmental bodies. Six additional Directors will be appointed by the Franklin County Board Chairman, three shall serve a two-year term, and three shall serve a three-year term. All successor Directors shall be appointed by the Franklin County Board Chairman and shall serve three-year terms or the remainder of the term if replacing a Director prior to the expiration of the Director's term. All Directors must have knowledge and an interest in using the Franklin County Bed Tax and other funds for the promotion of tourism and overnight stays in the Rend Lake Area.

If the Board Chairman does not designate the initial term, then the term will be determined by

blind draw; three two-year terms, and three three-year terms. Once these terms have expired and directors have been reappointed or replaced, all terms thereafter shall be for three years. Terms are effective January 1.

Section 3: Quorum: A majority of the appointed Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Council, provided that if less than a majority of the Directors are present at said meeting, a majority of the Directors present may adjourn the meeting to another time without further notice.

Section 4: Manner of Acting: The act of a majority of the Board present at a meeting at which a quorum is present shall be the act of the Council, unless an act of a greater number is required by statute, by-laws, or the Articles of Incorporation.

Section 5: Compensation: Directors shall not receive any compensation for their services, though they may be reimbursed for expenditures made and costs incurred on behalf of the Council.

Section 6: Attendance: A director of the Board who is absent from any five regular monthly meetings during a twelve month period, is subject to dismissal by Board action. A letter will be sent following the fourth absence warning the member of their absentee status. The Franklin County Board Chairman will also receive a copy of the warning and any final action taken by the Board.

#### Article III Meetings

Section 1: Monthly Meeting: Regular meetings of the Board of Directors of the Council shall be held the second Thursday of each month at the time and place set by the President.

Section 2: Special meetings of the Board may be called either by the president.

Section 3: Notice of Meeting: All Board directors shall be notified of meetings no less than five days before the date of meeting stating the place, date, and time of said meeting.

#### Article IV Officers

Section 1: Officers: The officers of the Council shall be President, Vice President, Secretary, Treasurer, and Executive Director; these five shall constitute the Executive Board. The President, Vice-President, and Secretary must be Directors. The Treasurer may or may not be a Director. The Executive Director may not be a Board Director.

Section 2: Election of Term of Office: The officers of the Council shall be elected annually by the Directors at the January meeting each year or as soon thereafter as is possible. The terms of office shall be for one year or until the successor is named.

Section 3: Removal: Any officer elected or appointed by the Board may be removed from the office by the Board by a 2/3 majority vote whenever, in its judgment, the best interest of the Council would be served thereby. Directors are to be notified no less than five days prior to

such vote.

Section 4: President: The President shall be subject to the direction and control of the Board. He shall see that the resolutions and directives of the Board are carried into effect. He shall appoint all committees and shall preside at all meetings of the Board.

Section 5: Executive Board: This body may be empowered by the Board of Directors to act on behalf of the board and the membership between meetings of the Board when deemed necessary, subject to review by the Board of Directors at the next meeting. A meeting of the Executive Board may be called by the President of the Board. The meeting will be posted. It is mandatory that a majority of the Executive Board be present for a quorum to be established and action taken.

Section 6: Vice-President, Secretary, and Treasurer: The Vice-President, Secretary, and Treasurer shall carry out the functions common to these offices and all other duties as assigned by the Board.

Section 7: Executive Director: The Executive Director serves at the direction of the Board. The Executive Director may be compensated for his time and services. The Executive Director shall be chosen based upon requisite skills necessary for the day-to-day operations of the Council. The Executive Director shall have all of the power and authority as provided by the Board in writing from time to time as shown by written contracts and written minutes of the Council.

#### Article V Members

Section 1: Members of the Council are those who are interested in fulfilling the purposes of the Council and meet the membership requirements as defined by the Board from time to time. Certificates of Membership may be issued by the Board.

Section 2: Any hotel or overnight lodging facility that contributes more than \$10,000 annually toward the Franklin County Bed Tax is eligible to be a Member. Any Director that commits to providing more than 36 hours annually to the Council is eligible to be a Member.

Section 3: The Members may dissolve the Council upon a  $\frac{3}{4}$  super-majority of total Members at the time of the vote to dissolve.

#### Article VI Disbursements

Section 1: No disbursements of the funds of the Council shall be made unless the same shall have been approved, authorized, and ordered by the Board. The officers shall be authorized to sign checks and the signatures of two officers are required on all checks.

Section 2: The Board and its officers shall be duly bonded by an accredited bonding agency. The Board shall set the amount.

Article VII  
Books and Records

Section 1: The Board shall keep correct and complete books, records of account, minutes of each meeting, and a record giving the names and addresses of the Directors entitled to vote. The Board shall share its books and records with the Franklin County Board from time to time but no less than annually.

Article VIII  
Protection of Assets of the Council and its Officers and Directors

Section 1: Insurance: The Board shall secure insurance to protect the assets of the Council and the Officers and Directors from liability.

Section 2: Hold Harmless: The Council shall hold the Officers and Directors harmless from any personal liability due to any of their singular or collective actions taken in the furtherance of the purposes of the Council.

Section 3: The private property of the Members, Incorporators, Directors, and Officers shall not be subject to the payment of corporate debts to any extent whatever.

Article IX  
Fiscal Year

Section 1: The fiscal year of the corporation shall be January 1 to December 31.

Article X  
Amendments

Section 1: These Bylaws may be amended or altered by a two-thirds vote of those present at any regular or special meeting of the Board, provided notice of the proposed change shall have been mailed or delivered no less than five days prior to the meeting.

Article XI  
Dissolution of the Council

Section 1: Upon dissolution of the Council by the Members, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the Council, dispose of all assets of the Council exclusively for the purpose of the Council and after having done so shall cause to be conveyed to the Franklin County Board all other assets. If, at that time, that may not legally be accomplished, then such assets shall be disposed of by the Circuit Court of Franklin County Illinois, exclusively for such purposes or to such organization or organizations as said Circuit Court shall determine, which are organized and operated exclusively for such purpose.

**Application for Recognition of Exemption  
Under Section 501(a)**

OMB No. 1545-0057

If exempt status is approved,  
this application will be open  
for public inspection.

Read the instructions for each Part carefully. **A User Fee must be attached to this application.**  
If the required information and appropriate documents are not submitted along with Form 8718 (with payment  
of the appropriate user fee), the application may be returned to the organization.

**Complete the Procedural Checklist on page 6 of the instructions.**

**Part I. Identification of Applicant** (Must be completed by all applicants; also complete appropriate schedule.)  
Submit only the schedule that applies to your organization. Do not submit blank schedules.

Check the appropriate box below to indicate the section under which the organization is applying:

- a ☐ Section 501(c)(2)—Title holding corporations (Schedule A, page 7)
- b ☐ Section 501(c)(4)—Civic leagues, social welfare organizations (including certain war veterans' organizations), or local associations of employees (Schedule B, page 8)
- c ☐ Section 501(c)(5)—Labor, agricultural, or horticultural organizations (Schedule C, page 9)
- d ☒ Section 501(c)(6)—Business leagues, chambers of commerce, etc. (Schedule C, page 9)
- e ☐ Section 501(c)(7)—Social clubs (Schedule D, page 11)
- f ☐ Section 501(c)(8)—Fraternal beneficiary societies, etc., providing life, sick, accident, or other benefits to members (Schedule E, page 13)
- g ☐ Section 501(c)(9)—Voluntary employees' beneficiary associations (Parts I through IV and Schedule F, page 14)
- h ☐ Section 501(c)(10)—Domestic fraternal societies, orders, etc., not providing life, sick, accident, or other benefits (Schedule E, page 13)
- i ☐ Section 501(c)(12)—Benevolent life insurance associations, mutual ditch or irrigation companies, mutual or cooperative telephone companies, or like organizations (Schedule G, page 15)
- j ☐ Section 501(c)(13)—Cemeteries, crematoria, and like corporations (Schedule H, page 16)
- k ☐ Section 501(c)(15)—Mutual insurance companies or associations, other than life or marine (Schedule I, page 17)
- l ☐ Section 501(c)(17)—Trusts providing for the payment of supplemental unemployment compensation benefits (Parts I through IV and Schedule J, page 18)
- m ☐ Section 501(c)(19)—A post, organization, auxiliary unit, etc., of past or present members of the Armed Forces of the United States (Schedule K, page 19)
- n ☐ Section 501(c)(25)—Title holding corporations or trusts (Schedule A, page 7)

1a Full name of organization (as shown in organizing document) <b>Rend Lake Area Tourism Council</b>		2 Employer identification number (EIN) (if none, see Specific Instructions on page 2) <b>46-4301870</b>
1b c/o Name (if applicable)		3 Name and telephone number of person to be contacted if additional information is needed  <b>James Lawrence Sanders</b>  <b>( 618 ) 439-4321</b>
1c Address (number and street) <b>11231 Marcum Branch Road</b>	Room/Suite	
1d City, town or post office, state, and ZIP + 4 If you have a foreign address, see Specific Instructions for Part I, page 2. <b>Benton, IL 62812-0907</b>		
1e Web site address <b>EnjoyRendLake.com</b>	4 Month the annual accounting period ends <b>December</b>	5 Date incorporated or formed
6 Did the organization previously apply for recognition of exemption under this Code section or under any other section of the Code? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," attach an explanation.		
7 Has the organization filed Federal income tax returns or exempt organization information returns? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," state the form numbers, years filed, and Internal Revenue office where filed.		

8 Check the box for the type of organization. ATTACH A CONFORMED COPY OF THE CORRESPONDING ORGANIZING DOCUMENTS TO THE APPLICATION BEFORE MAILING.

- a ☒ Corporation— Attach a copy of the Articles of Incorporation (including amendments and restatements) showing approval by the appropriate state official; also attach a copy of the bylaws.
- b ☐ Trust— Attach a copy of the Trust Indenture or Agreement, including all appropriate signatures and dates.
- c ☐ Association— Attach a copy of the Articles of Association, Constitution, or other creating document, with a declaration (see instructions) or other evidence that the organization was formed by adoption of the document by more than one person. Also include a copy of the bylaws.

If this is a corporation or an unincorporated association that has not yet adopted bylaws, check here ☐

I declare under the penalties of perjury that I am authorized to sign this application on behalf of the above organization, and that I have examined this application, including the accompanying schedules and attachments, and to the best of my knowledge it is true, correct, and complete.

PLEASE  
SIGN  
HERE

(Signature)

(Type or print name and title or authority of signer)

(Date)

**Part II. Activities and Operational Information (Must be completed by all applicants)**

- 1 Provide a detailed narrative description of all the activities of the organization—past, present, and planned. Do not merely refer to or repeat the language in the organizational document. List each activity separately in the order of importance based on the relative time and other resources devoted to the activity. Indicate the percentage of time for each activity. Each description should include, as a minimum, the following: (a) a detailed description of the activity including its purpose and how each activity furthers your exempt purpose; (b) when the activity was or will be initiated; and (c) where and by whom the activity will be conducted.
- a) Promote the existing tourism in the Rend Lake Area 80%
    - i) The existing tourism in the Rend Lake Area is not known or understood and would be better used if people knew about the existing offerings.
    - ii) Marketing of the area has been ongoing for years yet the area is underutilized. The Rend Lake Area Tourism Council began joint marketing immediately upon formation.
    - iii) The Rend Lake Area Tourism Council and its Executive Director, volunteers, and committee members will work to increase the recognition of the area through multifaceted marketing.
  - b) Further develop the existing tourism in the Rend Lake Area 15%
    - i) The existing tourism in the area could be enhanced by the addition of other activities desired by tourists.
    - ii) The number of tourist offerings has been constant for many years. The desire is that the current activities should be enhanced with additional activities.
    - iii) The Rend Lake Tourism Council and its Executive Director, volunteers, and committee members will work to increase the number of activities being offered by the existing tourism facilities.
  - c) Expand tourism in the Rend Lake Area 5%
    - i) The number of tourism facilities has not grown over the years.
    - ii) The Council will work over the next ten years to expand the number of tourist facilities in the area.
    - iii) The Rend Lake Tourism Council and its Executive Director, volunteers, and committee members will work to increase the number of tourism facilities in the area.

- 2 List the organization's present and future sources of financial support, beginning with the largest source first.
- a) Franklin County, Illinois Bed Tax
  - b) Grants
  - c) Donations
  - d) In-kind contributions



**Part II. Activities and Operational Information (continued)****3 Give the following information about the organization's governing body:**

a Names, addresses, and titles of officers, directors, trustees, etc.	b Annual compensation
Stephen F. Vercellino, 8955 W. Dam Lane, Benton, IL 62812, Director	None
Cynthia Waller Hamilton, 308 S. Stafford Street, Christopher, IL 62822, Director	None
Keith Thomason, 11231 Marcum Branch Road, Benton, IL 62812, Director	None

- 4** If the organization is the outgrowth or continuation of any form of predecessor, state the name of each predecessor, the period during which it was in existence, and the reasons for its termination. Submit copies of all papers by which any transfer of assets was effected.
- No predecessor

- 5** If the applicant organization is now, or plans to be, connected in any way with any other organization, describe the other organization and explain the relationship (e.g., financial support on a continuing basis; shared facilities or employees; same officers, directors, or trustees).
- a) The Council will work with the Franklin County, Illinois Board to utilize the Franklin County Bed Tax to market, promote, and increase tourism in the area.
- b) The Franklin County Board Chairman will be able to name directors to the Council's Board of Directors.

- 6** If the organization has capital stock issued and outstanding, state: (1) class or classes of the stock; (2) number and par value of the shares; (3) consideration for which they were issued; and (4) if any dividends have been paid or whether your organization's creating instrument authorizes dividend payments on any class of capital stock.
- No capital stock

- 7** State the qualifications necessary for membership in the organization; the classes of membership (with the number of members in each class); and the voting rights and privileges received. If any group or class of persons is required to join, describe the requirement and explain the relationship between those members and members who join voluntarily. Submit copies of any membership solicitation material. Attach sample copies of all types of membership certificates issued.
- Directors must be knowledgeable of and represent one of the governmental bodies with land encompassing Rend Lake or organizations and businesses involved in tourism at Rend Lake.

- 8** Explain how your organization's assets will be distributed on dissolution.
- The assets in advance of dissolution will be used to pay all indebtedness of the Council and all remaining assets will be distributed to the Franklin County, Illinois Board upon dissolution.

**Part II. Activities and Operational Information (continued)**

- 9 Has the organization made or does it plan to make any distribution of its property or surplus funds to shareholders or members? ☐ Yes ☒ No

If "Yes," state the full details, including: (1) amounts or value; (2) source of funds or property distributed or to be distributed; and (3) basis of, and authority for, distribution or planned distribution.

N/A

- 10 Does, or will, any part of your organization's receipts represent payments for services performed or to be performed? ☒ Yes ☐ No

If "Yes," state in detail the amount received and the character of the services performed or to be performed.

The Council will pay for marketing services and will pay an Executive Director for services to the Council.

- 11 Has the organization made, or does it plan to make, any payments to members or shareholders for services performed or to be performed? ☐ Yes ☒ No

If "Yes," state in detail the amount paid, the character of the services, and to whom the payments have been, or will be, made.

N/A

- 12 Does the organization have any arrangement to provide insurance for members, their dependents, or others (including provisions for the payment of sick or death benefits, pensions, or annuities)? ☐ Yes ☒ No

If "Yes," describe and explain the arrangement's eligibility rules and attach a sample copy of each plan document and each type of policy issued.

N/A

- 13 Is the organization under the supervisory jurisdiction of any public regulatory body, such as a social welfare agency, etc.? ☐ Yes ☒ No

If "Yes," submit copies of all administrative opinions or court decisions regarding this supervision, as well as copies of applications or requests for the opinions or decisions.

- 14 Does the organization now lease or does it plan to lease any property? ☐ Yes ☒ No

If "Yes," explain in detail. Include the amount of rent, a description of the property, and any relationship between the applicant organization and the other party. Also, attach a copy of any rental or lease agreement. (If the organization is a party, as a lessor, to multiple leases of rental real property under similar lease agreements, please attach a single representative copy of the leases.)

N/A

- 15 Has the organization spent or does it plan to spend any money attempting to influence the selection, nomination, election, or appointment of any person to any Federal, state, or local public office or to an office in a political organization? ☐ Yes ☒ No

If "Yes," explain in detail and list the amounts spent or to be spent in each case.

N/A

- 16 Does the organization publish pamphlets, brochures, newsletters, journals, or similar printed material? ☐ Yes ☒ No

If "Yes," attach a recent copy of each.

**Part III. Financial Data (Must be completed by all applicants)**

Complete the financial statements for the current year and for each of the 3 years immediately before it. If in existence less than 4 years, complete the statements for each year in existence. If in existence less than 1 year, also provide proposed budgets for the 2 years following the current year.

**A. Statement of Revenue and Expenses**

Revenue	(a) Current Tax Year	3 Prior Tax Years or Proposed Budget for Next 2 Years			(e) Total
	From To	010113 123113	(b) 2014	(c) 2015	(d) .....
1 Gross dues and assessments of members . . . . .					
2 Gross contributions, gifts, etc. . . . .					
3 Gross amounts derived from activities related to the organization's exempt purpose (attach schedule) (Include related cost of sales on line 9.)					
4 Gross amounts from unrelated business activities (attach schedule)					
5 Gain from sale of assets, excluding inventory items (attach schedule) . . . . .					
6 Investment income (see page 3 of the instructions)		0	118500	124500	243000
7 Other revenue (attach schedule). . . . .		0	118500	124500	243000
8 Total revenue (add lines 1 through 7) . . . . .					
<b>Expenses</b>					
9 Expenses attributable to activities related to the organization's exempt purposes. . . . .		0	108900	113500	222400
10 Expenses attributable to unrelated business activities					
11 Contributions, gifts, grants, and similar amounts paid (attach schedule). . . . .					
12 Disbursements to or for the benefit of members (attach schedule)					
13 Compensation of officers, directors, and trustees (attach schedule)		0	6000	6000	12000
14 Other salaries and wages. . . . .					
15 Interest . . . . .					
16 Occupancy . . . . .					
17 Depreciation and depletion . . . . .		0	2960	4000	6960
18 Other expenses (attach schedule) . . . . .		0	117860	123500	241360
19 Total expenses (add lines 9 through 18) . . . . .					
20 Excess of revenue over expenses (line 8 minus line 19) . . . . .		0	640	1000	1640

**B. Balance Sheet (at the end of the period shown)**

Assets		Current Tax Year as of 123113
1 Cash . . . . .	1	
2 Accounts receivable, net . . . . .	2	
3 Inventories . . . . .	3	
4 Bonds and notes receivable (attach schedule) . . . . .	4	
5 Corporate stocks (attach schedule). . . . .	5	
6 Mortgage loans (attach schedule) . . . . .	6	
7 Other investments (attach schedule)	7	
8 Depreciable and depletable assets (attach schedule)	8	
9 Land . . . . .	9	
10 Other assets (attach schedule) . . . . .	10	
11 Total assets . . . . .	11	0
Liabilities		
12 Accounts payable . . . . .	12	
13 Contributions, gifts, grants, etc., payable . . . . .	13	
14 Mortgages and notes payable (attach schedule) . . . . .	14	
15 Other liabilities (attach schedule) . . . . .	15	
16 Total liabilities. . . . .	16	0
Fund Balances or Net Assets		
17 Total fund balances or net assets . . . . .	17	0
18 Total liabilities and fund balances or net assets (add line 16 and line 17)	18	0

If there has been any substantial change in any aspect of the organization's financial activities since the end of the period shown above, check the box and attach a detailed explanation. ☐

NOV, 2013

Coroner Cases

November Day	Time	Age	Place	Cause	Transport	Respond	Cremation	Autopsy	Tox	X-ray	town
Nov. 2 Sat	12:15 a.m. 78m		N.H.	Pneumoni. No	No	Yes	No	No	No	No	Benton
Nov. 3 Sun	4:12 a.m. 61m		ER	Cardiac No	Yes	No	No	No	No	No	WF
Nov. 4 Mon	10:00 a.m. 65f		Hospice	Cirrhosis No	No	No	No	No	No	No	Orient
Nov. 4 Mon	2:48 p.m. 36m		ER	Coal accid. No	Yes	No	Yes	Yes	Yes	Yes	Marion
Nov. 5 Tues	12:17 p.m. 82f		Residence	Cardiac No	Yes	No	No	No	No	No	Benton
Nov. 6 Wed	10:30 a.m. 76f		Hospice	Lung CA No	No	Yes	No	No	No	No	Benton
Nov. 6 Wed	6:25 p.m. 99f		N.H.	CHF No	No	No	No	No	No	No	Benton
Nov. 9 Sat	8:05 a.m. 93f		Residence	Cardiac No	Yes	No	No	No	No	No	Sesser
Nov. 9 Sat	2:49 p.m. 63f		ER	Cardiac Yes	Yes	No	Yes	Yes	Yes	Yes	Chester
Nov. 11 Mon	11:05 a.m. 69m		Residence	Cardiac No	Yes	Yes	Yes	No	No	No	Christopher
Nov. 11 Mon	10:20 p.m. 89f		Hospice	Alzheimer: No	No	Yes	Yes	No	No	No	Benton
Nov. 13 Wed	2:27 p.m. 82m		Hospice	Renal Dis. No	Yes	No	No	No	No	No	Benton
Nov. 14 Thurs	7:52 a.m. 81m		Residence	Suicide Yes	Yes	Yes	No	No	Yes	Yes	Valler
Nov. 14 Thurs	9:29 p.m. 50m		RailRoad	train/ped Yes	Yes	Yes	Yes	Yes	Yes	Yes	WF
Nov. 14 Thurs	10:44 p.m. 80f		Hospice	Breast CA No	No	Yes	Yes	No	No	No	Benton
Nov. 18 Mon	1:07 a.m. 93f		N.H.	Renal Dis. No	No	No	No	No	No	No	Christopher
Nov. 19 Tues	2:38 a.m. 91f		Residence	Cardiac No	Yes	No	No	No	No	No	Sesser
Nov. 20 Wed	10:00 p.m. 78m		Hospice	Lung CA No	No	Yes	Yes	No	No	No	WF
Nov. 21 Thurs	12:50 a.m. 90f		N.H.	Renal Dis. No	No	No	No	No	No	No	Scheller
Nov. 23 Sat	9:53 a.m. 64m		Residence	COPD Yes	Yes	No	No	No	No	No	Benton
Nov. 24 Sun	8:05 p.m. 85f		Hospital <2	CHF No	Yes	Yes	No	No	No	No	Benton
Nov. 25 Mon	6:55 p.m. 74f		N.H.	Alzheimer: Yes	Yes	No	No	No	No	No	Benton
Nov. 26 Tues	6:15 p.m. 96f		N.H.	Alzheimer: No	No	No	No	No	No	No	Akin
Nov. 27 Wed	5:59 a.m. 76m		N.H.	Lung CA No	No	No	No	No	No	No	Benton

24 CASES

3 AUTOPSIES

9 CREMATIONS (\$450)

\$2100 in saved transport fees

77.12. AVE AGE

10 males (67.5 AVE AGE)

14 females (84 AVE AGE)

2 ACCIDENTAL DEATHS

1 SUICIDE

8 CARDIAC DEATHS

14 CANCER DEATHS

3 RENAL DISEASE DEATHS

3 ALZHEIMERS

**Dec-2013**

Coroner Cases

December Day	Time	Age	Place	Cause	Transport	Respond	Cremation	Autopsy	Tox	X-ray	town
Dec. 2	Mon	7:58 a.m. 75f	Residence Lung CA	Yes	Yes	No	No	No	No	No	Benton
Dec. 2	Mon	3:33 p.m. 87f	N.H. CVA	No	No	No	No	No	No	No	WF
Dec. 4	Wed	8:18 p.m. 77f	ER P.E.	No	Yes	No	No	No	No	No	Sesser
Dec. 5	Thurs	10:00 p.m. 92m	Hospice Cardiac	No	No	Yes	No	No	No	No	Benton
Dec. 6	Fri	7:30 p.m. 72f	N.H. Alzheimer	No	Yes	No	No	No	No	No	Christopher
Dec. 7	Sat	12:28 a.m. 81f	N.H. Pneumoni	No	No	No	No	No	No	No	WF
Dec. 7	Sat	7:40 p.m. 84f	N.H. Alzheimer	No	No	No	No	No	No	No	WF
Dec. 8	Sun	2:57 a.m. 73m	Residence Leukemia	Yes	Yes	No	No	No	No	No	WF
Dec. 11	Wed	1:14 p.m. 96f	N.H. CVA	No	No	No	No	No	No	No	Zeigler
Dec. 12	Thurs	11:59 p.m. 2 hour m	ER Premature	No	Yes	Yes	Yes	No	No	No	Florida
Dec. 12	Thurs	9:30 a.m. 69m	Residence GI Bleed	Yes	Yes	No	No	No	No	No	Whittington
Dec. 13	Fri	11:27 a.m. 76m	Residence Decomp	Yes	Yes	Yes	Yes	No	No	Yes	WF
Dec. 13	Fri	3:40 p.m. 75m	Residence Cirrhosis	Yes	Yes	Yes	Yes	No	No	No	WF
Dec. 14	Sat	1:00 a.m. 66m	Hospice Lung CA	No	No	Yes	Yes	No	No	No	Macedonia
Dec. 16	Mon	4:12 p.m. 53f	Residence Pending	Yes	Yes	Yes	Yes	No	Yes	Yes	WF
Dec. 17	Tues	8:04 p.m. 83f	N.H. Alzheimer	No	No	No	No	No	No	No	WF
Dec. 19	Thurs	3:35 a.m. 88f	N.H. Alzheimer	No	No	No	No	No	No	No	WF
Dec. 19	Thurs	3:30 a.m. 97m	Residence Alzheimer	Yes	Yes	No	No	No	No	No	Sesser
Dec. 20	Fri	9:47 a.m. 82m	Hospice Pneumoni	No	No	Yes	Yes	No	No	No	Christopher
Dec. 20	Fri	11:00 a.m. 56f	Residence Pending	Yes	Yes	Yes	Yes	No	No	No	Christopher
Dec. 21	Sat	9:22 a.m. 69m	Hospice Lung CA	No	No	Yes	Yes	No	No	No	WF
Dec. 22	Sun	9:57 p.m. 86f	N.H. Alzheimer	No	No	No	No	No	No	No	Christopher
Dec. 23	Mon	4:36 p.m. 86m	N.H. COPD	No	No	Yes	Yes	No	No	No	Benton
Dec. 24	Tues	8:40 p.m. 94f	N.H. Alzheimer	No	No	No	No	No	No	No	Benton
Dec. 25	Wed	6:57 a.m. 83m	Hospice Alzheimer	No	No	Yes	Yes	No	No	No	WF
Dec. 25	Wed	11:13 p.m. 87f	Hospice Lymphoma	No	No	No	No	No	No	No	WF
Dec. 29	Sun	3:03 a.m. 93m	N.H. Trauma. Inj	No	No	No	No	No	No	No	WF
Dec. 30	Mon	11:05 a.m. 63f	ER MVA	No	Yes	No	No	No	Yes	Yes	T'ville
Dec. 31	Tues	6:38 p.m. 70m	Hospice Lung CA	No	No	No	No	No	No	No	WF

29 CASES

⊗ AUTOPSIES

76.31 AVE AGE

14 MALES (73.64 AVE. AGE)

15 FEMALES (78.80 AVE. AGE)

2 PENDING DEATH DETERMINATIONS (AWAITING TOXICOLOGY)

1 AUTO FATALITY

4 CANCER DEATHS

2 CARDIAC DEATHS

2 STROKE RELATED DEATHS

8 ALZHEIMERS DEATHS

11 CREMATIONS (\$550 fees added)

\$2000 Saved trans Portation

ALBION  
ALHAMBRA  
ALORTON  
ALMONT  
ASHLAND (2)  
ASHLEY (2)  
AVON

BALDWIN (3)  
BECKEMEYER (2)  
BELGIUM

BELLEVILLE  
BETHANY  
BREESE (2)  
BROWNSTOWN  
BUNCOMBE (2)  
BUNKER HILL (2)  
BUTLER (2)

CARLINVILLE  
CARLYLE  
CARROLLTON (2)  
CHESTER (3)  
CHESTERFIELD  
COFFEEN (2)  
COLCHESTER  
COULTERVILLE (2)

DALTON CITY  
DAMIANVILLE  
DAWSON (4)  
DE SOTO (2)  
DONNELSON  
DOWELL  
DUPO (2)  
DUQUOIN

ELKVILLE  
ELMWOOD  
ENERGY (2)  
EVANSVILLE (2)

FAIRVIEW HEIGHTS  
FAYETTEVILLE (4)  
FISHER  
FOREST CITY (2)  
FREEBURG

GIBSON CITY (2)  
GIRARD  
GRAFTON  
GRANTFORK  
GREENFIELD (2)  
GRIGGSVILLE (2)

HARTFORD (2)  
HECKER (3)  
HERRIN  
HILLSBORO

ILLIOPOLIS (2)  
IRVING (2)

JOHNSTON CITY  
JONESBORO (2)

KEYSPORT (2)

LAWRENCEVILLE (2)  
LIVINGSTON  
LOUISVILLE  
LOVINGTON

MARINE (2)  
MARISSA (2)  
MASON (2)  
McLEANSBORO  
MOUNT OLIVE  
MOUNT STERLING  
MURPHYSBORO (2)

NEW ATHENS (2)  
NEW BADEN (2)  
NEW BERLIN  
NEW DOUGLAS  
NEWMAN (2)  
NEWTON  
NOBLE  
NOKOMIS (2)  
NORRIS CITY

OBLONG  
OKAWVILLE (4)

PERCY (2)  
PITTSBURG  
PONTON BEACH  
PRAIRIE du ROCHER  
PULASKI (2)

RED BUD  
ROODHOUSE (2)  
ROYALTON (2)

SADORUS  
ST. JACOB (2)  
ST. JOHN (2)  
ST. LIBORY (4)  
SANDOVAL (2)  
SAWYERVILLE  
SORENTO  
STAUNTON  
STEELEVILLE  
SULLIVAN  
SUMMERFIELD (2)

TABLE GROVE  
TAMMS (2)  
TILDEN (2)  
TOLONO  
TOVEY  
TRENTON

VALMEYER (2)  
VIRDEN (2)

WALTONVILLE  
WESTFIELD  
WEST CITY (2)  
WEST SALEM  
WESTVILLE (2)  
WHITE CITY (2)  
WILLISVILLE (2)  
WINCHESTER  
WOODLAWN  
WORDEN

# Illinois Codification Services

ESTABLISHED IN 1970

P.O. BOX 69, FREEBURG, ILLINOIS 62243-0069

Telephone: 618/539-5771 — Facsimile: 618-539-9890

**RECEIVED**  
JAN 07 2014

## NEWSLETTER BRIEFS FOR FRANKLIN CO. CLERK COUNTY BOARDS

**VOL. X – NO. 1 – JANUARY 2014**

**Editor: Frank X. Heiligenstein**

As we begin a new year I wanted to share some thoughts and concerns I have regarding county government and the manner in which it doesn't always function. I would like for you to share a copy of this letter with the County Chairman and the Chairman of the Judiciary Committee. The following topics will be addressed:

1. County Code
2. Mandated Policies
3. Ordinances/Resolutions
4. Salary Increases
5. Fees for Offices
6. Voting
7. Public Comments
8. A.D.A.
9. Public Safety Tax
10. Meeting Times
11. Zoning Issues
  - Content
  - Members
  - Appointments
  - Manual
12. Building Codes
13. Property Maintenance
14. 9-1-1 Dispatch Intergovernmental Agreement
15. Donations to Charitable Organizations
16. Conventions and Seminars
17. Orientation Sessions
18. Precinct Consolidation
19. State Funds

- I. **Sexual Harassment Policy.** The Illinois Human Rights Act spells out the provisions of this policy that many county insurers expect county boards to adopt. This can be a very expensive area of concern as our county found out. Don't dismiss the adoption of this law!
3. **Ordinances/Resolutions.** The state statutes tend to be confusing for counties in the area of ordinances and resolutions. Sometimes the statutory language says a proposed law may be adopted by an ordinance or a resolution. My suggestion is to adopt all permanent laws by ordinance. The original County Code was adopted by ordinance and all amendment must be by an ordinance. Resolutions are to be used for recognizing individuals and sports teams and is a temporary action by the Board.
4. **Salary Increases: Elected Officials.** I am finding that across the state county boards failed to pass an ordinance in 2012 to increase the salaries of elected officials 180 days prior to taking office in December 2012. Of course, if salaries were not increased then no ordinance was needed. St. Clair County always passes an ordinance, but Randolph County does not. One of the problems is that State Attorneys are focused on criminal matters and not familiar with civil affairs relative to these issues.
5. **Fees for Offices.** Over the last 20 years the state has permitted counties to charge user fees for various services provided by the Circuit Clerk, the County Clerk, the Recorder of Deeds, etc. One of the requirements to assess a fee, is for a "cost study" to be performed by an outside firm that is qualified to conduct the review. However, in order to implement the "fee" recommendation the County Board must pass an ordinance if the fees are to go into effect if there is County Code. No ordinance then the County may have to refund the revenue. Without these fees counties could not exist financially because the state is not keeping up with the transfer of funds to local governments required by statute.
6. **Voting.** Whenever the County Board votes on resolutions, ordinances and financial matters the minutes shall reflect a roll call vote by the members. There is no specific guidance as to how much content has to be in the minutes of the Board meeting.
7. **Public Comments at Meetings.** All public bodies are supposed to have adopted a formal policy preferably by ordinance that allows members of the public to make comments at a regular or committee meeting. The policy sets the parameters of the comments such as when a person must sign up to be allowed to speak and how long the person is permitted to address the legislative body. In St. Clair County the meetings are so short (average 15 minutes) that a person needs to speak fast. At those meetings only four or five County Board members speak during the short meeting.
8. **American Disabilities Act.** Counties, etc. need to address the needs of disabled persons to address the board. Special accommodations have to be provided if sufficient advance notice has been given.  
Our county is going to have to spend over \$1 million on building accommodations to comply with the federal inspections. The courthouse was opened in 1976. Check with your consultants.
9. **Public Safety Tax.** In an effort to raise additional funds to cover the costs of public safety, many counties have resorted to asking the voters to approve a ¼% or more sales tax to raise funds. Oftentimes the tax is used to build or retrofit a county jail. Needless to say, this type of tax is preferable over an increase in real estate taxes which the voters would never approve. Even a sales tax referendum may only be successful part of the time, depending on how the issue is presented to the voters. If the proponents do not provide sufficient justification for the tax, then the sales tax increase will be defeated.

17. **Orientations.** All counties need to initiate an orientation session to fully acquaint newly elected county board members with the various offices and departments of county government. Electors expect board members to be proactive about county government and be able to answer their questions. A board member needs to be able to tell a constituent where to go with a particular problem.

18. **Precinct Consolidations.** Counties need to revisit local voting precincts especially in communities with several precincts. To save money each precinct should have at least 1,200 voters per precinct. Voter rolls should be purged periodically. The state statutes that say precincts should have between 500 to 800 registered are so antiquated as they were developed during the horse and buggy days. It is time to factor in early voting and absentee voting.

In some counties the dead are still voting often. In Chicago, there are some voters over 150 years old.

19. **State Funds or Lack Thereof.** The time has come that all county officials to rise up and seize the moment of collaring "state officials" many of whom started their careers in county government to send counties the funds promised by earlier legislation. How is county government going to sustain local services when hundreds of millions of committed funds are being denied to our counties. It is a major travesty that needs repairing now!

All of this pension crap started during the administration of Edgar, Thompson, Ryan, Blagovich and Quinn.

Well, it is time to sign off! If you would like to see government in action come to a county board meeting on the last Monday of every month at 7:30 P.M. on the fifth floor at the St. Clair County Courthouse. Committee meetings start at 6:00 P.M. Seating for over 150 available in a theater seating.



"Identifying information" is defined under the Rules as "any name or number that may be used, alone or in conjunction with any other information, to identify a specific person," including: name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, unique electronic identification number, computer's Internet Protocol address, or routing code.

**22-1-3 IDENTIFICATION OF RED FLAGS.** In order to identify relevant Red Flags, the Utility considers the types of accounts that it offers and maintains, the methods it provides to open its accounts, the methods it provides to access its accounts, and its previous experiences with Identity Theft. The Utility identifies the following red flags, in each of the listed categories:

(A) **Notifications and Warnings From Credit Reporting Agencies; Red Flags.**

- (1) Report of fraud accompanying a credit report;
- (2) Notice or report from a credit agency of a credit freeze on a customer or applicant;
- (3) Notice or report from a credit agency of an active duty alert for an applicant; and
- (4) Indication from a credit report of activity that is inconsistent with a customer's usual pattern or activity.

(B) **Suspicious Documents; Red Flags.**

- (1) Identification document or card that appears to be forged, altered or inauthentic;
- (2) Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document;
- (3) Other document with information that is not consistent with existing customer information (such as if a person's signature on a check appears forged); and
- (4) Application for service that appears to have been altered or forged.

(C) **Suspicious Personal Identifying Information; Red Flags.**

- (1) Identifying information presented that is inconsistent with other information the customer provides (example: inconsistent birth dates);
- (2) Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a credit report);
- (3) Identifying information presented that is the same as information shown on other applications that were found to be fraudulent;
- (4) Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
- (5) Social security number presented that is the same as one given by another customer;
- (6) An address or phone number presented that is the same as that of another person;

**22-1-5****PREVENTING AND MITIGATING IDENTITY THEFT.****(A)**

**Prevent and Mitigate.** In the event Utility personnel detect any Identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

- (1) Continue to monitor an account for evidence of Identity Theft;
- (2) Contact the customer;
- (3) Change any passwords or other security devices that permit access to accounts;
- (4) Not open a new account;
- (5) Close an existing account;
- (6) Reopen an account with a new number;
- (7) Notify the Program Administrator for determination of the appropriate step(s) to take;
- (8) Notify law enforcement; or
- (9) Determine that no response is warranted under the particular circumstances.

**(B)**

**Protect Customer Identifying Information.** In order to further prevent the likelihood of Identity Theft occurring with respect to Utility accounts, the Utility will take the following steps with respect to its internal operating procedures to protect customer identifying information:

- (1) Ensure that its website is secure or provide clear notice that the website is not secure;
- (2) Ensure complete and secure destruction of paper documents and computer files containing customer information;
- (3) Ensure that office computers are password protected and that computer screens lock after a set period of time;
- (4) Keep offices clear of papers containing customer information;
- (5) Request only the last 4 digits of social security numbers (if any);
- (6) Ensure computer virus protection is up to date; and
- (7) Require and keep only the kinds of customer information that are necessary for utility purposes.

**22-1-6****PROGRAM UPDATES.**

The Program Administrator will periodically review and update this Program to reflect changes in risks to customers and the soundness of the Utility from Identity Theft. In doing so, the Program Administrator will consider the Utility's experiences with Identity Theft situations, changes in Identity Theft methods, changes in Identity Theft detection and prevention methods, and changes in the Utility's business arrangements with other entities. After considering these factors, the Program Administrator will determine whether changes to the Program, including the listing of Red Flags, are warranted. If warranted, the Program Administrator will update the Program or present the City Council with his or her recommended changes and the City Council will make a determination of whether to accept, modify or reject those changes to the Program.

**22-1-7****PROGRAM ADMINISTRATION.****(A)**

**Oversight.** Responsibility for developing, implementing and updating this Program lies with an Identity Theft Committee for the Utility. The Committee is headed by a Program Administrator who may be the head of the Utility or his or her appointee. Two or

**DIVISION II - USE OF SOCIAL SECURITY NUMBERS**

**22-1-11 DEFINITIONS.**

**"Person"** means any individual in the employ of the City.

**"Policy" or "Privacy Policy"** means this document, as now or hereafter amended.

**"Publicly post" or "publicly display"** means to intentionally communicate or otherwise intentionally make available to the general public.

**"Social Security Number"** means the nine (9) digit number assigned to an individual by the United States Social Security Administration for the purposes authorized or required under the United States Social Security Act of August 14, 1935, as amended (Public Law 74-271).

**22-1-12 PROHIBITED ACTIVITIES.**

(A)

No officer or employee of the City shall do any of the following:

- (1) Publicly post or publicly display in any manner an individual's Social Security Number.
- (2) Print an individual's Social Security Number on any card required for the individual to access products or services provided by the person or entity.
- (3) Require an individual to transmit his or her Social Security Number over the Internet, unless the connection is secure or the Social Security Number is encrypted.
- (4) Print an individual's Social Security Number on any materials that are mailed to the individual, through the United States Postal Service, any private mail service, electronic mail, or a similar method of delivery, unless Illinois or federal law requires the Social Security Number to be on the document to be mailed. Notwithstanding any provision in this Section to the contrary, Social Security Numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Illinois Unemployment Insurance Act, any material mailed in connection with any tax administered by the Illinois Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the Social Security Number. A Social Security Number that may permissibly be mailed under this Section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

(B)

Except as otherwise provided in this policy, beginning immediately on the effective date of the City's authorizing Ordinance, no officer or employee of the City shall do any of the following:

- (1) Collect, use, or disclose a Social Security number from an individual, unless (i) required to do so under State or Federal law, rules, or regulations, or the collection, use, or disclosure of the Social Security Number is otherwise necessary for the

individual's Social Security Number. All officers and employees of the City must redact Social Security Numbers from the information or documents before allowing the public inspection or copying of the information or documents.

**22-1-14     APPLICABILITY.**

(A) This policy does not apply to the collection, use, or disclosure of a Social Security Number as required by State or Federal law, rule, or regulation.

(B) This policy does not apply to documents that are required to be open to the public under any State or Federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois.

**22-1-15     COMPLIANCE WITH FEDERAL LAW.** If a federal law takes effect requiring any federal agency to establish a national unique patient health identifier program, the City shall follow that law.

**22-1-16     EMBEDDED SOCIAL SECURITY NUMBERS.** Beginning immediately on the effective date of the City's authorizing Ordinance, no officer or employee of the City may encode or embed a Social Security Number in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the Social Security Number as required by this Policy.

**22-1-17     IDENTITY--PROTECTION REQUIREMENTS.**

(A) All officers, employees and agents of the City identified as having access to Social Security Numbers in the course of performing their duties to be trained to protect the confidentiality of all Social Security Numbers. Training shall include instructions on the proper handling of information that contains Social Security Numbers from the time of collection through the destruction of the information.

(B) Only employees who are required to use or handle information or documents that contain Social Security Numbers have access to such information or documents.

(C) Social Security Numbers requested from an individual shall be provided in a manner that makes the Social Security Number easily redacted if required to be released as part of a public records' request.

(D) When collecting a Social Security Number or upon request by the individual, a statement of the purpose or purposes for which the City is collecting and using the Social Security Number be provided.

(E) A written copy of this Privacy Policy, and any amendment thereto, shall be filed with the City Council within **thirty (30) days** after approval of this Policy or any amendment thereto.

(F) The City shall advise its employees of the existence of the Policy and make a copy of this Policy available to each employee, and shall also make this Privacy Policy available to any member of the public, upon request and at no charge for a single copy of this Privacy Policy. If the City amends this Privacy Policy, then the City shall also advise its employees of the existence of the amended Policy and make a copy of the amended Policy available to each employee.

## Dave Dobill

---

**From:** rick@ricklinton.com  
**Sent:** Tuesday, January 07, 2014 12:06 PM  
**To:** Dave Dobill  
**Subject:** RE: Rend Lake Tourism Council

**Attachments:** RLATC Organizational Material Articles of Incorporation-Form NFP 102.10.pdf; RLATC Organizational Material ByLaws.pdf; RLATC Organizational Materials Appl for Recognition of Exemption 501a Form 1024.pdf; RLATC Organizational Materials Statement Of Purpose.pdf



RLATC



RLATC



RLATC



RLATC

Organizational Material Organizational Material Organizational Material Organizational Material

Thanks Dave!

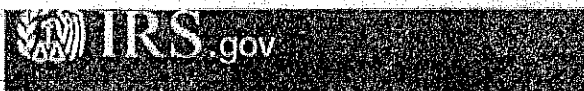
I will see that this is on the agenda for the meeting on the 16th and advise you of the results following.

Attached are documents generated thus far.

Thanks and have a great day!

Rick Linton

> Rick,  
>  
> Thanks for the update. Board member terms should be staggered. It is  
> my understanding that there are to be 9 Board members. This can be  
> accomplished by drawing for three one year, three two year and three  
> three year terms.  
>  
> If you have any questions or need additional information please let me  
> know.  
>  
> Have a great New Year.  
>  
> Dave  
>  
> -----Original Message-----  
> From: rick@ricklinton.com [mailto:rick@ricklinton.com]  
> Sent: Tuesday, January 07, 2014 11:29 AM  
> To: dobill@franklincountyil.org  
> Subject: Rend Lake Tourism Council  
>  
> Hello Dave!  
>  
> I am scanning the Articles of Incorporation, Statement of Purpose and  
> Bylaws and will send to you shortly.  
>  
> A meeting held December 19th included five people; Keith Thomason,  
> Steve Vercellino, Cindy Hamilton, Larry Sanders and Rick Linton. They  
> approved Articles of Incorporation, Bylaws and elected Keith Thomason  
> President, Cindy Hamilton VP and Steve Vercellino Secretary with Larry  
> Sanders as Registered Agent for the filing.  
>  
> The officers' first terms will be one year, board members will be  
> 3-year terms so far.  
>  
> The next full meeting of the board has been postponed until Jan. 16th  
> due to concerns with the weather.  
>



## EIN Assistant

Your Progress: 1. Identity 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

Congratulations! The EIN has been successfully assigned.

EIN Assigned: **46-4301870**

Legal Name: **REND LAKE AREA TOURISM COUNCIL**


The confirmation letter will be mailed to the applicant. This letter will be the applicant's official IRS notice and will contain important information regarding the EIN. Allow up to 4 weeks for the letter to arrive by mail.

We strongly recommend you print this page for your records.

Click "Continue" to get additional information about using the new EIN.

[Continue >>](#)

### Help Topics

 [Can the EIN be used before the confirmation letter is received?](#)

FORM NFP 102.10  
ARTICLES OF INCORPORATION  
General Not For Profit Corporation Act  
File # 69365124  
Filing Fee: \$50  
Approved By: JXR

FILED  
DEC 13 2013  
Jesse White  
Secretary of State

**Article 1.**

Corporate Name: REND LAKE AREA TOURISM COUNCIL

**Article 2.**

Registered Agent: JAMES LAWRENCE SANDERS

Registered Office: 11231 MARCUM BRANCH ROAD

BENTON

IL 62812-0907

FRANKLIN COUNTY

**Article 3.**

The first Board of Directors shall be 3 in number, their Names and Addresses being as follows  
STEPHEN F. VERCELLINO 8955 W. DAM LN BENTON, IL 62812

CYNTHIA WALLER HAMILTON 308 S STAFFORD CHRISTOPHER IL 62822

KEITH THOMASON 11231 MARCUM BRANCH RD BENTON IL 62812

**Article 4.** Purpose(s) for which the Corporation is organized:

Civic.

Professional, commercial, industrial, or trade association.

Promoting the development, establishment, or expansion of industries.

Any purpose permitted to be exempt from taxation under Section 501(c) or 501(d) of the United States Internal Revenue Code, as now in or hereafter amended.

Is this Corporation a Condominium Association as established under the Condominium Property Act? ☐ Yes ☒ No  
Is this a Cooperative Housing Corporation as defined in Section 216 of the Internal Revenue Code of 1954? ☐ Yes ☒ No  
Is this Corporation a Homeowner's Association, which administers a common-interest community as defined in subsection (c) of Section 9-102 of the code of Civil Procedure? ☐ Yes ☒ No

**Article 5. Name & Address of Incorporator**

The undersigned incorporator hereby declares, under penalties of perjury, that the statements made in the foregoing Articles of Incorporation are true.

KEITH THOMASON  
Name  
Dated DECEMBER 13, 2013  
Month & Day Year

11231 MARCUM BR RD PO BOX 907  
Street  
BENTON, IL 62812  
City, State, ZIP

DATE: January 21, 2014

**HEALTH & ENVIRONMENT, ZONING,  
RABIES (DOG POUND), EMERGENCY SERVICES, 9-1-1,  
CENTRAL DISPATCH, TOURISM, ECONOMIC DEVELOPMENT,  
BI-COUNTY HEALTH BOARD, INSURANCE & SUPERVISOR OF ASSESSMENTS  
DECEMBER, 2013 THRU NOVEMBER, 2014  
FIRST AND THIRD MONDAYS OF THE MONTH  
COUNTY BOARD ROOM AT THE COURTHOUSE AT 4:45 P.M.**

**COMMITTEEMAN:**

- (~~1~~) Tom Vaughn - Chair- Central Dispatch
- (~~1~~) Christy Powers - ADA/Zoning - Animal Control
- (~~1~~) Steve Leek- Economic Development
- (~~1~~) Jim McPhail - Supervisor of Assessments - Mapping
- (~~1~~) Danny Melvin - Bi County Health Board - Solid, Toxic Waste
- (~~1~~) David Rea - Emergency Services - 911
- (~~1~~) Kenny Hungate - Economic Development
- (~~1~~) Alan Price - Tourism
- (~~1~~) Randall Crocker - County Board Chair - Insurance

**MINUTES:** The meeting was called to order at 4:56 p.m. by chair, Tom Vaughn. All members were present, also in attendance were, Franklin County Sheriff, Don Jones, Franklin County Treasurer, John Gulley, Franklin County Circuit Clerk, Nancy Hobbs, Franklin-Williamson Regional Superintendent of Schools, Matt Donkin, Franklin County Engineer, Mike Rolla, Franklin County Supervisor of Assessments, Cindy Humm, Franklin County Animal Control Supervisor, Thad Snell, Franklin County Board Administrative Assistant, Gayla Sink, Franklin County Recycling Coordinator, Keith Ward and other interested parties.

Tom Vaughn reported on a recent Tourism Council meeting and their plans for upcoming events and shows. Mr Vaughn submitted and explained a Sub-Recipient Agreement with the Tourism Council to be voted on at the regular January meeting, discussion followed, a copy of said agreement is hereby attached as a part of these minutes.

Tom Vaughn reported on the Franklin County Animal Control Facility and stated two new part time employees were now in place.

Randall Crocker discussed the agenda for the regular January meeting and announced a FREDCO meeting 1/23/14.

Franklin County Sheriff, Don Jones reported on the Jail population and stated an addition to the jail was needed, discussion followed.

The meeting adjourned at 5:35 p.m.

Minutes submitted 1/22/14

Tom Vaughn  
Chair, Health and Environment Committee



## SUB-RECIPIENT AGREEMENT

### FRANKLIN COUNTY BOARD COUNTY TOURISM FUND

THIS AGREEMENT is entered into this 21<sup>st</sup> day of January 2014, by the Franklin County Board herein referred to as the "County" and the Rend Lake Tourism Council, a non-profit corporation herein referred to as the "Sub-recipient".

#### WITNESSETH THAT:

WHEREAS, County ordinance No. 99-04, passed October 19, 1999, imposes a tax of five percent (5%) on gross rental receipts on rooms in hotels or motels not rented to "permanent residents" as defined in the "Hotel Operators' Occupation Tax Act," and

WHEREAS, proceeds resulting from the imposition of the tax shall be expended by the County solely to promote tourism, conventions, exhibitions, theatrical, sports and cultural activities within the county or otherwise to attract non-resident overnight visitors to the County, and

WHEREAS, the County desires to subgrant the tourism tax proceeds to the Sub-recipient and engage the Sub-recipient to promote tourism on the County's behalf, and

WHEREAS, the County has required the Sub-recipient to enter into this Sub-recipient Agreement specifying the terms and conditions of the County's delegation of certain responsibilities to the Sub-recipient.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set out in this agreement, the parties agree as follows:

- A. **SPECIAL PROVISIONS.** The County agrees, under the terms and conditions of this Agreement, to sub-grant tourism tax proceeds for tourism promotion purposes to the Sub-recipient.
- B. **INDEPENDENT SUB-RECIPIENT.** It is understood by the parties hereto that the Sub-recipient is an independent sub-recipient and that neither its principals nor its employees (if any) are employees of the County for purposes of tax, retirement system, or social security (FICA) withholding. It is furthermore understood that the Sub-recipient has obtained, or will obtain, and will maintain at its expense for the duration of this agreement, coverage in a liability insurance plan and worker's compensation plan (if necessary) for its principals and employees (if any) for the services to be performed hereunder.
- C. **SCOPE OF SERVICES.** The Sub-recipient will perform the following services: promote tourism; conventions; exhibitions; and theatrical, sports

and cultural activities within the county or otherwise to attract non-resident overnight visitors to the County.

- a. During the term of this agreement, the Sub-recipient will maintain reasonable records of its performance under this Agreement in a manner consistent with generally accepted accounting principles. The Sub-recipient will allow the County or their authorized representatives access to these records at any time during normal business hours. At the request of the County, the Sub-recipient will submit to the County, in the format prescribed by the County, status reports on its performance under this agreement.
- b. If the Sub-recipient ceases to exist or an Event of Default occurs, all tourism tax funding on hand and accounts or notes receivable related to this agreement will revert to the County.

**D. DURATION OF AGREEMENT.** This Agreement will become effective upon authorization by the County and the Sub-recipient. The initial term of said agreement is for a period of 5 years and may be renewed by the parties by written agreement signed by both parties.

**E. TERMINATION:** That either party may terminate this agreement at any time, with or without cause, by providing 30 days written notice to the other party. Upon receiving said written notice, no additional expenditures of the county tax money shall be authorized without written agreement to the contrary signed by both parties. All money held by the Rend Lake Tourism Council shall be returned to the county within 14 days after the expiration of the 30 day notice period.

**F. ADMINISTRATION.**

- a. For the purpose of implementing this agreement, the County shall be responsible for appointing the members of the Sub-recipient's board of directors. The appointments shall be made by the chairman of the County Board. The Sub-recipient's board shall consist of nine members. The nine will consist of 1 resident from each of the county's three county board districts, and six at-large members from Franklin County.
- b. The Sub-recipient will comply with all applicable federal and state statutes and regulations.
- c. The Sub-recipient shall submit an annual financial report to the County at the January board meeting of the Franklin County Board.

- d. The Sub-recipient shall submit a quarterly activities report to the County at the January, April, July, and October board meetings of the Franklin County Board.

**G. PAYMENT.** It is expressly agreed and understood that the total amount to be paid annually by the County under this agreement shall not exceed the annual appropriation itemized in the Franklin County Budget under account number 26/00430000. The county is not obligated to disperse all of the county's hotel/bed tax money to the Rend Lake Tourism Council and may choose to disperse money for the promotion of tourism in accordance with the ordinance and state statutes to other entities or persons.

**H. TRAVEL.** The Sub-recipient shall adhere as closely as possible to the County's written travel policy.

- a. The Sub-recipient shall receive written approval from the County for any travel outside the State of Illinois or the State of Missouri. Travel within the State of Illinois or the State of Missouri shall not require approval of the County.
- b. The Sub-recipient may reimburse its employees or agents for travel at a rate not to exceed the rate approved by the County for official purposes.
- c. The Sub-recipient shall not reimburse its employees or agents for the purchase of alcohol under any circumstances.

**I. PROHIBITED ACTIVITIES.** The Sub-recipient is prohibited from using funds provided herein or personnel employed in the administration of the program for: political activities, lobbying, political patronage, and nepotism activities.

**J. PROCUREMENT.** The Sub-recipient shall comply with current County policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided herein. All program assets purchased with tourism tax proceeds shall revert to the County upon termination of this agreement.

**K. REPORTS AND INFORMATION.** The Sub-recipient shall maintain accounts and records including personnel, property and financial records, adequate to identify and account for all costs pertaining to this Agreement and other such records as may be deemed necessary by the County to assure proper accounting for all project funds. These records will be made available for audit purposes to the County or its authorized representative, and will be retained for three years after receipt of final payment for the services

rendered under this Agreement unless permission to destroy them is granted by the County.

- L. INDEMNIFICATION.** The Sub-recipient waives any and all claims and recourse against the County, including the right of contribution or damage to person or property arising from, growing out of, or in any way connected with or incidental to the Sub-recipient's performance of this Agreement, except claims arising from the concurrent or sole negligence of the County or its officers, agents, or employees. The Sub-recipient will indemnify, hold harmless, and defend the County against any and all claims, demands, damages, costs, expenses, or liability arising out of the Sub-recipient's performance of this Agreement except for liability arising out of the concurrent or sole negligence of the County or its officers, agents, or employees.
- M. ASSIGNABILITY.** The Sub-recipient shall not assign or transfer any interest in this Agreement without the prior written consent of the County.
- N. SEVERABILITY.** If any provision of the Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.
- O. DEFAULT/IMMEDIATE TERMINATION OF AGREEMENT.** If any of the following events occur, the County may, in its sole discretion, declare such event a default under this Agreement:
- a. Any representation or warranty made by the Sub-recipient in this Agreement or in any request or certificate or other information furnished to the County under this agreement proves to have been incorrect in any material respect; or
  - b. The Sub-recipient fails in any material respect to carry out its obligations under this Agreement; or
  - c. Ineffective or improper use of funds provided under this Agreement;
  - d. The County determines that the performance of the Sub-recipient is failing to meet the desired goals of the county in relation to tourism promotion.

If the Sub-recipient fails to perform any of its duties under this Agreement or if any event of default occurs, the County may declare the Sub-recipient to be in default and thereafter give the Sub-recipient written notice setting forth the action or inaction which constitutes the default and giving the Sub-recipient 45 days in which to correct the default. If the Sub-recipient fails to correct the default within 45 days receipt of this notice, the County may notify the Sub-recipient in writing that the agreement is null and void, and all tourism tax

funding on hand and accounts or notes receivable related to this agreement will revert to the County.

It is agreed by the parties that that the provisions of this Agreement provide for reasonable and sufficient notice to be given to the Sub-recipient in the case of the Sub-recipient's failure to comply with any of its covenants and that this notice is sufficient for the Sub-recipient to rectify its actions or inactions of default.

The waiver by the County of any default by the Sub-recipient does not constitute a waiver of a continuing breach or a waiver of a subsequent breach. Any agreement contrary to this Agreement is not binding upon either party unless it is in writing and signed by both parties.

**P. CHOICE OF REMEDY:** These remedies described herein are cumulative and the County may choose to terminate said agreement at any time as described herein, without cause or without default by the Rend Lake Tourism Council.

**Q. CONSTRUCTION AND VENUE.** This agreement will be construed under, and governed by laws of the State of Illinois. The County and the Sub-recipient agree that performance of the Agreement is in the County of Franklin, State of Illinois and that in the event of litigation concerning it, venue is in the Circuit Court of the 2<sup>nd</sup> Judicial Circuit in and for the County of Franklin, Illinois.

This Sub-recipient Agreement has been approved by the County and the Sub-recipient.

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed.

\_\_\_\_\_  
Randall Crocker, Chairman  
Franklin County Board

\_\_\_\_\_  
President  
Rend Lake Tourism Council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Attest:

Attest: